



\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Name MI ID # or SSN Date of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Mailing Address State Zip Code Telephone Number

Student E-mail Address: \_\_\_\_\_@\_\_\_\_\_

Financial aid regulations state that dependent students are required by law to provide parental information and signatures to be considered for financial aid. Eligibility for assistance is based on the assumption that students and their parents are primarily responsible for paying for the student’s education. If the directions on your financial aid application instruct you to provide parents’ information, then by Federal Regulation you are considered “dependent” on your parents for financial aid.

In extreme hardship cases, the Financial Aid Office may be able to assist a student who is technically dependent, but who does not or cannot have contact with his/her parents. This includes abandonment by parents, an abusive family environment that threatens the student’s health or safety, or the student being unable to locate his parents. These unusual circumstances below **do not** singularly or in combination qualify as unusual circumstances meriting a dependency override.

- 1. Your parents refuse or are unable (due to other financial obligations or burdens) to contribute to your education.
- 2. Your parents are unwilling to provide information on the Free Application for Federal Student Aid (FAFSA); they are unwilling to provide tax forms or W-2s for verification of FAFSA data.
- 3. Your parents do not claim you as a dependent for income tax purposes.
- 4. You demonstrate total self-sufficiency.

### How to Apply for an Appeal

- 1. Complete the 2017-2018 Free Application for Federal Student Aid (FAFSA).
- 2. Submit this signed Dependency Override Request form and a typed letter addressed to the Financial Aid Director explaining your unusual circumstance. The letter must provide sufficient detail about the situation with your parents. You should address the following information in your letter:

(1) What the specific situation is; (2) the whereabouts of your parents and their current living arrangements to include the last contact you had with your biological parents and the frequency of contact with them over the past year(s); (3) why you cannot provide parental information on the 2017-2018 FAFSA; (4) your living arrangement over the past year(s) showing with whom you lived with and who has provided over 50 percent of your financial support and, (5) information about agencies such as social services or law enforcement that have been involved in your family’s situation.

- 3. Submit the following documentation as applicable with the letter. Check all that apply to your situation.
  - 2017-2018 Independent Verification Worksheet and 2015 **Federal Tax Return Transcript** for you, the student, or other documents showing your income for 2015, including W-2s, social security statements, etc.
  - 2015 Certification of Support Form completed by other people who provided financial support to you in 2015. If you were claimed as a dependent on another person’s 2015 tax return, you must submit a copy of that person’s 2015 federal tax return transcript to verify that you are included on the tax return.
  - Other documents such as social security statements, child support statements, etc., showing financial support.
  - Letters from two individuals who can verify the facts about your family’s situation. The letters should be one to two pages and provide as much detail as possible describing your separation from your parents. Each letter must include the individual’s name, title or position, address, phone number and must be notarized. The individuals cannot be related to each other and must reside at separate addresses.
    - a. One letter should be from a professional individual not related to the student – counselor, social worker, teacher, clergy, police, etc. Please submit on letterhead.
    - b. The second letter should be from either a professional or non-professional individual who is very familiar with your situation. The letter should identify who the individual is and their relationship to the student. A contact phone number should be included on the letter.
  - Copy of death certificate(s) or other documents such as court records certifying your parent’s whereabouts or legal custody.

<b>FOR OFFICE USE ONLY:</b>	Date Request Received _____
Has the student previously received a dependent override? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, What Year? _____
Current Dependent Override Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for denial: _____	
FAFSA filed on: _____	or ISIR Updated on: _____